

Personnel and Civil Service

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Bethany O'Rourke Personnel Officer



NOTICE OF VACANCY ECONOMIC DEVELOPMENT SPECIALIST

Date of Issue: 01/17/18. The work involves high level administrative responsibility for assisting the Director of Economic Development and Planning in a diverse range of economic development program functions. The functions include, but are not limited to program planning, financial management, reporting and program evaluation, assisting in the development of economic and industrial plans and participating in the identification and application of State and Federal grants for the County's economic development program. The incumbent will work with individuals and or entities interested in establishing new or improving the viability of existing business operations in Tioga County. Depending upon assignment, this may include agricultural enterprises. The work is performed under general supervision of the Director of Economic Development and Planning, with considerable leeway allowed in the exercise of independent judgment. Does related work as required.

The title of Economic Development Specialist is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **An examination is anticipated for 2018.** Pending a criminal background check*, a provisional appointment may be made to this position. Permanent appointment will be dependent upon participation in the examination **AND** being reachable from the resulting eligible list.

Status: Provisional
Work Hours: Part time, days; 17-hour work week
Salary: \$22.06/hour; NYS Retirement System
Location: Tioga County Department of Economic Development & Planning

Minimum Qualifications Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in business, finance, economics, planning, public administration, environmental studies or a closely related field; **OR**
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in business, finance, economics, planning, public administration, environmental studies, or closely related **AND** two (2) years of full-time paid professional experience or its part-time equivalent in business management, public administration, planning, finance, marketing, real estate sales or similar field; **OR**
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

Apply to:

Tioga County Department of Personnel & Civil Service: www.tiogacountyny.com

To download application: <https://www.tiogacountyny.com/media/2134/application2016january.pdf>

Apply by: FEBRUARY 13, 2018

Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.

*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.